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ABSTRACT

This report describes systems and procedures for the certification of qualifications and skills in Luxembourg. All areas of education and the various levels of training are covered. An introduction offers an overview of the characteristics of the Luxembourg education system, including funding and structure. Section 2 describes systems of training and qualification structures. Section 3 discusses various types of certification. Topics include aims, contents, means, and procedures for each type of certificate. Section 4 examines the advanced crafts diploma, which confers upon holders the right to set up business, the right of establishment, and the right to train apprentices. Coursework, legal recognition, and the examination for this diploma are discussed. Section 5 describes other forms of training: adult education, continuing vocational training, continuing training in banking at the Luxembourg Institute for Banking Studies, and private education. Trends are highlighted in Section 6. Appendixes include a listing of pertinent legislation, glossary, and table of contents. (YLB)

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Systems and procedures of certification of qualifications in Luxembourg

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Systems and procedures of certification of qualifications in Luxembourg

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Systems and procedures for the certification of qualifications

National monographs

In the context of preparation by the social partners of a "joint opinion on occupational qualifications and certification" (adopted on 3 July 1992), the Centre has been asked to undertake comparative analysis of systems and procedures for certification currently being applied within the European Communities. The authors of the monographs on the national training systems, another area of CEDEFOP's work, and who are in an ideal position to acquire information, have for the most part been asked to carry out this work.

National reports have now been concluded in the original language and are currently being translated. We are pleased to present these in a new publication series

"CEDEFOP Panorama"

These may be obtained free of charge upon request from CEDEFOP.

In these publications the authors, after making brief reference to the characteristics of the general and vocational training systems in their countries, describe all aspects of how qualifications are certified:

- formulation and introduction of certificates, qualifications and diplomas: the relevant institutions, procedures, tripartite or joint consultation or decision-making commissions;
- access to qualifications: conditions, means, motives, channels;
- certification: aims, contents, means, procedures;
- usefulness, use, trends and problems.

To keep up to date with national situations which are in a constant state of flux, the Centre would be grateful for reader's comments.

Cross-reference reading of the twelve monographs to formulate a synthesis report and a summary table is being carried out by a European institute specialized in international comparison of education and vocational training systems.

Maria Pierret
July 1993

ANALYSIS OF SYSTEMS AND PROCEDURES FOR CERTIFICATION OF QUALIFICATIONS AND SKILLS IN LUXEMBOURG

PREFACE

The aim of this study, carried out at the request of CEDEFOP, is to draw up as precise a description as possible of systems and procedures for the certification of qualifications and skills in Luxembourg which covers all areas of education and the various levels of training.

1. INTRODUCTION

1.1 Characteristics of the Luxembourg Education System

The Luxembourg education system is centralised in so far as the State makes provision in detail for all aspects of education. It lays down the structures and programmes and is responsible for training teachers in primary and pre-school education.

The Ministry of Education is responsible for all public education in Luxembourg (with the exception of nurses schools which are under the responsibility of the Ministry of Health). The Ministry of Education is responsible for education as defined in Laws and Regulations. The policy pursued by the Ministry of Education is formulated after consultations and collaboration with interested parties (professional associations, parent groups, the Higher Council for Education).

As responsibility is under one Ministry the entire education system in Luxembourg can be administered and managed efficiently. Private education establishments which are subsidised are liable to the same degree of control on the part of the State as public education institutions. Pupils at private schools are obliged to take the examinations organised by public bodies if they wish to obtain recognised qualifications.

1.2. Funding Education

In the Grand Duchy of Luxembourg education is funded entirely from the State budget. As far as private schools which are recognised by the State are concerned, the latter are subsidised from public funds.

Public education in Luxembourg is free of charge. The pupil is not called upon to contribute to the costs of running the education establishment which he attends. In-company vocational training is funded by company budgets and receives a

subsidy from the State. Apprenticeships undergoing practical training in a company receive an apprenticeship allowance paid by the employer-trainer for the duration of training. Students undergoing higher education may also receive a State grant.

1.3. Structure of Education

The Luxembourg school system has the following education categories:

- **Pre-school and Primary** education

Post primary education which is made up of:

- Secondary education,
- Technical secondary education,
- Supplementary education,

Post Secondary and Higher education which comprises:

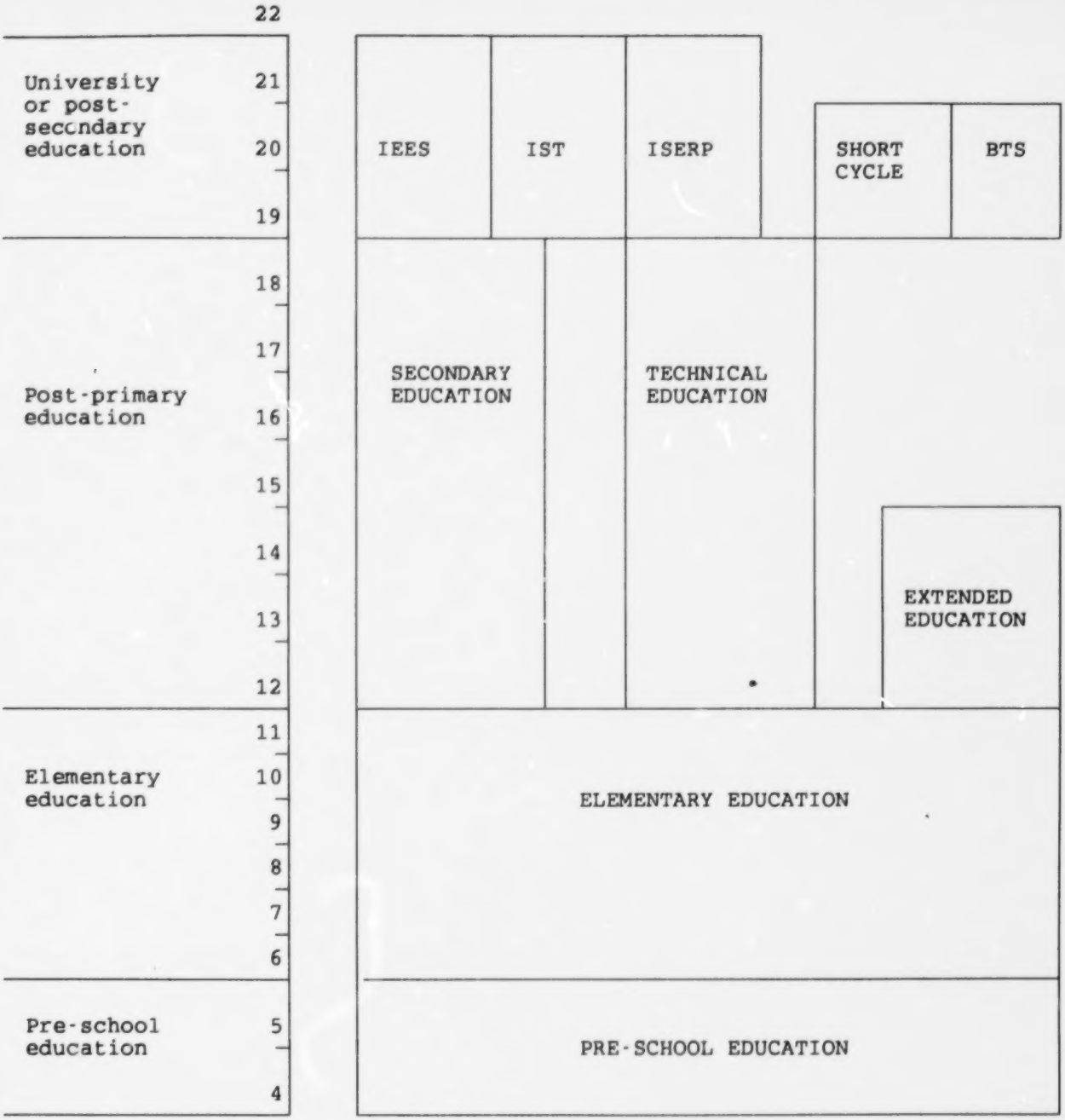
- Training for engineers and technical professions,
- Training of pre-school and primary teachers,
- Training of graduate teachers,
- Training of skilled technicians,
- University courses (first year and "short cycle"),
- Specialised post-university training.

Besides these training schemes, there are other types of training:

- Training in companies in addition to training organised by the Chamber of Trades, leading to the Skilled Workers' Certificate,

- Training in banking at the Luxembourg Institute for Training in Banking,
- The continuing training of adults.

1.4 The structure of the Luxembourg education system



2. SYSTEMS OF TRAINING AND QUALIFICATION STRUCTURES

2.1 Pre-school and Primary Education

Under the terms of Article 23 of the Luxembourg Constitution each citizen is entitled to primary education.

From the age of four children attend pre-school education for a period of two years. The age for commencement of compulsory schooling is determined by law to be six years. Compulsory schooling lasts for nine years, i.e. from the sixth to the fifteenth year of life.

Primary education consists of first six years of school study.

2.2 Post Primary Education

After six years of primary schooling the pupil must choose between three types of post-primary education. In opting for one of these three types from the seventh year of study the pupil selects at the same time a type of education with a specific aim:

- Secondary education,
- Technical secondary education and
- Supplementary education.

To enter secondary or technical secondary education the pupil is required to take an admission examination organised on a national basis and which orientates him towards one of the two types of education. This admission examination covers the knowledge acquired during the sixth year of primary studies in French and German language as well as in arithmetic.

2.2.1. Supplementary Education

Pupils who fail this entrance examination go on to supplementary education for a period of three years. This education aims to supplement the basic knowledge of pupils and to enable them to develop social skills as well as skills which help them to select a career. Under certain circumstances it also provides access to technical secondary education.

All pupils who complete compulsory schooling are awarded a Certificate. There is no common Certificate for completion of school studies. Pupils who complete successfully the nine year of studies in supplementary education are awarded the **Certificate of primary studies.** A Certificate on completion of special studies is awarded to pupils completing schooling in supplementary education.

2.2.2 Secondary Education

Secondary Education is divided into two distinct categories : Secondary education (general) and technical secondary education.

- **Secondary education (general)**

Secondary education was fundamentally reorganised by the law of 10 May 1968 modified by the law of 22 June 1989 on the reorganisation of the structure of the upper level streams of secondary education.

Secondary education stretches over a period of seven years.

The general structure of secondary education is as follows:

- Initial secondary education over a period of three years;
- Higher secondary education over a period of four years comprised of two cycles of two years duration; the general cycle and the specialised cycle.

Upon completion of the initial three year period the Certificate of Secondary Education is awarded to those who successfully take the examination. This certificate provides access to higher education in any discipline.

- **Technical secondary education**

Technical secondary education was instigated by the law of 21.5.1979 as modified by the law of 4.9.1990.

Technical secondary education consists of three cycles:

- The initial cycle over a period of three years and which is structured in three different educational paths:

- The intermediate cycle consisting of an occupational part over a period of three years and a technical part over a period of two years and a part for the training of technicians over a period of two years;

- The advanced cycle which is composed of a technical path and skilled technician training over a period of two years.

On completion of the initial cycle the young person has completed compulsory schooling. He is presented with a school certificate. Those succeeding in the final year in the initial level are awarded **Initial Cycle Certificate** which makes reference to the studies taken.

Upon completion of the professional part success in the apprenticeship examinations held at the end of the last year of apprenticeship leads to the **Technical and Vocational Proficiency Certificate (CATP)**.

The reform in technical secondary educational takes into consideration the fact that certain pupils have the ability to learn the manual side of a trade but are unable to assimilate theoretical knowledge at the same pace. Currently these pupils attend classes leading to the **"Manual Proficiency Certificate" (CCM)**. In future these pupils will attend a two tier system of classes, that is to say "apprenticeship in two stages". The first stage which lasts two years leads to a basic occupational qualification and to the **"Preliminary Technical and Vocational Certificate" (CITP).** The second apprenticeship stage for those who are awarded the Certificate of Technical and Occupational Skills provides the training required for the Technical and Vocational Proficiency Certificate (CATP). This second stage may be part of the professional path or part of continuing vocational training.

Completion of the advance cycle of the technical training path leads to an examination organised at national level. The successful candidates are awarded the **Skilled Technical Diploma** specifying the areas and sectors in which candidates were examined and referring to the fact that candidates have the required skills to commence advanced technical studies.

The advanced technical cycle leads to an examination at national level. Successful candidates are rewarded a Certificate of Technical Secondary Studies which specify the area and where relevant the sector in which candidates were examined and refer to the fact that candidates possess the required knowledge to commence general advanced studies.

With a view to access to occupations which are regulated by the State and admission to employment in the public sector, the Technical Skilled Technicians Certificate and the Technical Secondary Studies Certificate confer the same rights as the Certificate of Secondary Studies.

One remark concerning paramedical studies:

Training and examinations in paramedical training are currently the responsibility of the Ministry of Health. The law of 4 September 1990 on the reform of technical secondary education and continuing training provides for a reorganisation of public and private nursing schools which will become the joint responsibility of the Ministry of Education and the Education of Health. A law will be passed on the reorganisation of nursing schools.

With regard to paramedical studies a distinction is made between short-term training leading to the Certificate of nursing auxiliary and long-term training leading to the **Luxembourg Nursing Certificate**. Holders of this certificate may continue with specialised training leading to specialised certificates in psychiatric nursing, anaesthesiology, medical assistant, kindergarten nurse or midwife.

2.3 Post Secondary and Higher Education

Luxembourg does not provide full university education. Post secondary and further education is confined to the following studies which are the responsibility of

the body organising them or the certificate awarded.

2.3.1. The Institute of Education and Social Sciences

The Institute of Education and Social Sciences (IEES) organises higher education in education and social sciences over a three year period. Studies are made up of theory and practice and culminate in the **Teaching Diploma.**

2.3.2. Advanced Technicians Certificate

The law of 4.9.90 on the reform of technical secondary education instigated a two-year programme of higher education. This is occupational and technical post-secondary training. There are currently four streams: accounting and company management, office automation and administration, international commerce and animated design. These studies lead to the **Advanced Technicians Certificate (BTS).**

2.3.3. Institute of Higher Technology

The Institute of Higher Technology (IST) organises a three-year course of studies leading to the **Engineer - Technician Certificate** which is a qualification for working life or leads to university studies for an engineers degree.

2.3.4. Institute for Educational Studies and Research

The Institute of Educational Studies and Research (ISERP) organises a three-year course of advanced studies. The courses run by the ISERP comprise training and education in methodology as well as literary, scientific and rhetoric studies. This leads to the **Education Diploma**, the recognised qualification for the pre-school and primary teachers.

2.3.5. University Centre : First Year of University Studies

The University Centre of Luxembourg provides first year "University Courses" in the following areas: arts and human sciences, science, medicine and pharmacy. Students who are awarded the **Certificate of Legal and Economic Studies, the Certificate of Literary and Human Science Studies or the Certificate of Scientific Studies** in general may enrol in the second year of a foreign university.

2.3.6. University Centre : Short Cycle

The University Centre in Luxembourg organises advanced studies in computer science and economics stretching over two years. The Department of Law and Economics also offer advanced studies in Management, termed the "short-cycle". These studies are designed to prepare for direct entry to working life. The level of studies are equal to those of an advanced college and lead to the **Certificate of Advanced Studies in Management.**

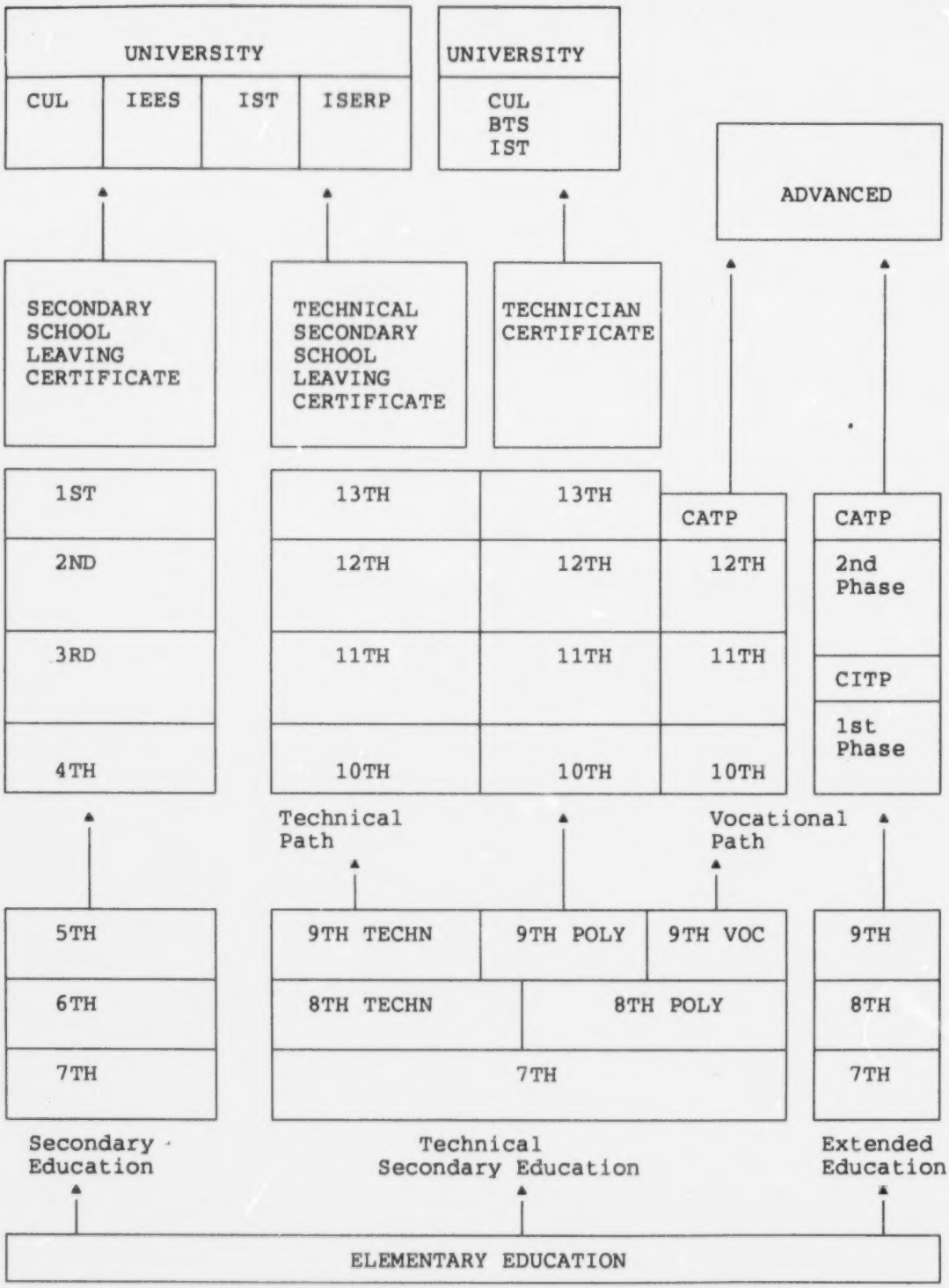
2.3.7. University Institute

Post graduate study is organised at the International University Institute in Luxembourg. Specialised advanced studies are part of a programme made up of courses and seminars. The certificates awarded depend on the courses offered.

2.4. Certificates and Diplomas examined in the study

Diploma of secondary studies
Technical and Vocational Proficiency Certificate (CATP)
Manual Proficiency Certificate (CCM)
Preliminary Technical and Vocational Certificate (CITP)
Certificate of Technical secondary education
Technicians Certificate
Nursing and Teaching Certificate
Teaching Diploma
Advanced Technicians Certificate (PTS)
Engineer - Technician Diploma
Certificate of Educational Studies
Certificate of Legal, Economic, Literary, Human Science and Scientific Studies
Diploma in Advance Management Studies
Master Craftmans' Certificate

LEVELS OF QUALIFICATION IN THE LUXEMBOURG EDUCATION SYSTEM



3.00 DESCRIPTION OF THE VARIOUS TYPES OF CERTIFICATION

3.1. Certificate of Secondary Education

- General Organisation of Secondary Education

The general structure of secondary education may be summarised as follows:

- Initial level : a duration of three years (7th, 6th and 5th classes);
- Advanced level : a duration of four years (4th, 3rd, 2nd and 1st classes). The 4th and 3rd classes are part of the general cycle and the 2nd and 1st part of the specialised cycle.

The pupil who passes the admission examinations in French and German languages and arithmetic with a total of 110 points (of a maximum of 180) is admitted to the 7th class of secondary education.

The pupil who has successfully completed the first five years of secondary education may opt in the penultimate year (second class) for a specific area which predetermines the study.

Upon completion of the first class successful pupils are awarded the Certificate of Secondary Education.

- The Certificate of Secondary Education

The law of 22 June 1989 makes provision for the examination upon completion of secondary education. The law of 15 April 1992 on the organisation of the examination on completion of secondary education makes provisions for the examination.

- Organisation

The examination at the end of secondary education is organised at national level by the Ministry of Education. The Ministry determines the number of examining commissions and at the proposal of the heads of the secondary schools also determines the composition of these bodies. The Commissions are made up of :

- A government official, the chairman of the examination commission;
- A senior member of the establishment providing education up to first class;
- Teachers of various subjects which are examined.

Ministerial Regulation published in "Memoriales" (The Official Luxembourg Gazette) makes provision for the examination (commencement, end of examination, the length of tests) in addition to the composition of the examination commissions.

- **Nature and form of tests**

The secondary education examinations in the various fields cover some 8 subjects depending on the areas of study : languages, sciences, mathematics, human sciences. The various subjects are weighted in line with their importance (depending on the area chosen by the candidate). Minimum weighting is two and the maximum four. Success or failure (or re-sits) depends :

- On the weighted average or marks in the various subjects examined;
- The total of the co-efficient of insufficient marks.

The rating is based on a scale of 60 marks. (A mark of 30 or less is regarded as unsatisfactory).

Currently all examinations are written. Only the results obtained by candidates in these examinations are taken into consideration. The candidates' papers are marked by three examiners from different examining commissions who may not communicate with each other.

Beginning in the 1993-1994 school year oral examinations are planned in three additional subjects (which vary depending on the areas of study). In addition, the marks obtained by the candidate at the end of the school year in the subjects to be examined are taken into consideration. One third of total marks are awarded to this and two thirds to the examination itself.

As from the 1991-92 school year candidates may compensate for one unsatisfactory mark in the examination if they obtain an overall weighted average equivalent to a certain threshold. Candidates compensating in this way have the opportunity to have this unsatisfactory mark removed through taking an additional voluntary examination to obtain marks which are satisfactory in all subjects. This is attributed to the fact that certain countries (e.g. Austria) only admit those students to university who hold a Certificate or Diploma not containing unsatisfactory marks.

- **Paths for obtaining a Secondary Education Certificate**

Full-time schooling in public education is not the only means of preparing for the secondary education certificate. Adult education provides a second path. Depending on their level of schooling candidates may enrol in night classes. These classes commence with the fifth class (day classes commence with the seventh class). The final year, the first class, extends over two school years (splitting). The final examination is broken up into two parts. In spite of this advantage the examinations are identical for all candidates (questionnaires, evaluation, etc.). Those taking part in adult courses are examined by one of the commissions over which the same government commissioner presides. Adults completing such studies are awarded the secondary education diploma identical to that awarded to day pupils with the additional remark "adult course".

- **Secondary Education Certificate**

The Ministry of Education bears sole legal responsibility for the secondary certificate. The Minister signs the certificates of each candidate. Certificates are rated as follows : satisfactory, quite good, good, or very good and also bears the number referring to the number under which the candidate is registered in the certificates of the Ministry of Education. All members of the examining jury sign the certificate. At the request of the candidate the Government Commissioner draws up a report on the examination marks indicating the marks in the various subjects examined and the weighted average.

- **Official Recognition**

The official recognition of the Secondary Education Certificate is guaranteed by the Ministry of Education on behalf of the Luxembourg government.

Holders of the certificate may progress along two different paths:

- University or advanced studies : as Luxembourg is signatory to the European convention on the comparability of certificates providing access to universities, signed in Paris on 11 December 1953 (ratified by the law of 13 December 1954 on the ratification of the European Convention on the comparability of certificates providing access to university institutions) the holders of certificates may be admitted to all faculties or sections of Luxembourg university courses or equally may be admitted to universities in the territory of the contracting parties;

- Entry into working life : the holders of Secondary School Certificates may enter working life. The area of activity open to certificate holders is relatively large. It covers the following areas : administration (public), tertiary sector (banking, insurance), industry (administration), airport administration, local government bodies.

The responsibility for the contents and field of activity has caused the Ministry of Public Service to play a more prominent role in determining the careers of holders of Secondary Education Certificates. A civil servant holding such a certificate is called "Rédacteur". This is considered a "pivot" career, that is to say a "career classification" in relation to higher careers (including university) and those of a lower level with regard to remuneration and career development. Under certain conditions these civil servants may gain entry to higher career brackets on account of the open nature of the career structure.

- **Statistical Data**

In general the number of pupils attending schools has declined since the 70s on the account of the fall in the birth rate in Luxembourg. Nevertheless the numbers taking secondary general education have remained constant and even risen slightly in recent years. The table below demonstrates trends in the numbers undergoing

secondary education in recent years.

School year	1985/86	1986/87	1987/88
Numbers	7 351	7 405	7 285
School year	1988/89	1989/90	1990/91
Number	7 396	7 518	7 639

The percentage of young people who are admitted to the secondary education examination varies for the areas for studies and the school year.

The table below demonstrates percentage of pupils admitted or refused admission to the examination.

School Year 1991/92

Area	Number*	Admitted	%	Refused	%
A	117	104	88.9	17	11.1
B	150	128	85.3	22	14.7
C	256	182	71.1	74	28.9
D	246	181	73.6	65	26.4
E	52	36	69.2	16	30.8
F	10	9	90	1	10
Total	831	640	77	191	23

* = Numbers taking all examinations.

Depending on the year the overall success rate in the Secondary Education Examination varied between 75 and 80%.

3.2. Diplomas and Certificates in Technical secondary education

General Organisation

Following enactment of the law of 4 September 1991 concerning the reform of technical secondary education and continuing training, the structure of technical secondary education may be summarised as follows:

3.2.1. Lower Cycle

The lower cycle has a duration of three years (7th, 8th, 8th and 9th classes). After the initial common year pupils pursue one of three educational paths depending on their abilities.

The pupil who has attended school up to 9th class has completed compulsory schooling. The continuation of studies depends on his abilities and interests and his performance during the 9th class. Successful completion of one of the three ninth classes in technical secondary education provides access to apprenticeship and to studying for a trade.

3.2.2. Intermediate Cycle

The intermediate cycle lasts two or three years respectively and is comprised of three paths :

- **The vocational path :** duration of three years (10th, 11th, and 12th classes, the latter being "highly practical"). Within the vocational path two forms of study can be distinguished.

- **The technical training path :** duration two years (10th and 11th classes); currently these studies are divided into eight areas : agriculture, arts, mechanics, civil engineering, chemistry, computer sciences, hotel and tourism, electrical technology. If required other areas may be created through corresponding legislation.

- **The technical path :** duration two years (10th and 11th classes), three areas;
  administration and commerce, general technology, social and paramedical.

Access to the intermediate cycle, technical path or technician training path, is governed by a counselling profile which is based on the academic results obtained in the 9th class (a certain weighted annual average must be obtained) and on counselling advice provided by the class councillor.

3.2.2.1. Apprenticeship

Apprenticeship covers several areas : agriculture, crafts, commerce, hotel and tourism, industry, home economics.

Apprenticeship in a number of trades or professions resulting in a recognised vocational qualification may be organised in one of two distinct ways.

- **The full-time path** : this comprises general education, scientific, technological and practical learning in a school environment (this applies only to a limited number of trades).

- **The part-time path** (parallel path, very similar to the German dual system) : this comprises theoretical learning (general, scientific and technical), and takes place in a school environment (depending on the professions or trades) between eight and twelve study periods weekly, practical training takes place in the company.

For a certain number of trades and professions the path is mixed : the pupil attends a full-time class for a period of one or two years followed by one or two years part-time study.

The apprenticeships mentioned below generally last three years. It culminates in an examination (at the end of the 12th class) with the student obtaining the Technical and Vocational Proficiency Certificate (CATP) (in German "Gese'lenbrief").

3.2.2.2. Apprenticeship in two stages

The reform of vocational and technical instruction in 1979 (the law on the organisation of technical secondary education) introduced a threshold for access to apprenticeship.

Since this law came into force a certain number of young people have not been able to obtain the required level (successful completion of one of the classes in the 9th grade) to enter apprenticeship or have not been able to complete this successfully and have found themselves in a drop-out situation without obtaining the Technical and Vocational Proficiency Certificate (CATP).

To allow these young people to continue their training and to obtain a qualification, albeit a vocational qualification inferior to the CATP, legislation introduced a training cycle called "largely manual" leading to a Manual Proficiency Certificate (CCM). Currently this training cycle lasts about three years and leads to a final examination. It differs from the classical apprenticeship in that the young person learns only the manual part (practical side) of a trade or profession and the basic theoretical knowledge.

The "CCM" path provides training only for a limited number of trades or professions. Those stipulated by the relevant professional chambers require basic theoretical knowledge (general education, vocational theory) at a relatively low level.

While the law of 4 September 1990 did not change the courses leading to the CATP, it did change practical apprenticeship. The legislation laid down a apprenticeship path in "two stages".

*The first stage lasts two years.

It provides basic theoretical and practical training. The first stage leads to an examination and the Preliminary Technical and Vocational Certificate (CITP).

*The second stage of apprenticeship also lasts two years. Upon conclusion candidates successful in the final examination are awarded the Technical and Vocational Proficiency Certificate (CATP).

3.2.3. Advanced Cycle

The advanced cycle lasts two years and comprises the following paths:

- **The technical path :** duration two years (12th and 13th classes) the same subject areas as for the intermediate cycle, paramedical and social studies last three years (14th class).

- **The technical training path :** duration two years, (12th and 13th classes) the areas of study are similar to those of the intermediate cycle.

Both paths culminate in the **Technical Secondary Leaving Certificate** either at the end of the 13th or 14th class.

3.2.4. Certificates and Diplomas

- **In the initial cycle**

To enter the initial cycle candidates must succeed in a **National Admission Examination.**

Upon completion of the 9th class the pupil has completed compulsory education. He is awarded a **School Leaving Certificate**. The pupil who has successfully completed one of the classes mentioned may be admitted to a path in the intermediate cycle or he may continue training in line with his abilities and interests.

Upon completion of the 9th class he is awarded a **Certificate of Completion of the Initial Cycle** which makes reference to the studies completed. There is no examination at the conclusion of the initial cycle.

- **In the intermediate cycle**

The intermediate cycle of the vocational stream culminates in an apprenticeship examination in which successful candidates are awarded the Technical and

Vocational Proficiency Certificate (CATP). This examination is held on completion of the 12th class (mainly practical) and admission to this cycle requires successful completion of one of the classes in the 9th grade of the initial cycle.

3.2.4.1. The Technical and Vocational Proficiency Certificate (CATP)

The school paths leading to the CATP may vary but all lead to the same apprenticeship examination. The Technical and Vocational Proficiency Certificate is awarded to successful candidates in the apprenticeship examination upon completion of the 12th class.

- Under the provisions of the law of 5 January 1929 on apprenticeship which was later modified the professional trade chambers laid down for their specific areas the trades or professions requiring a certified qualification. In joint agreement these professional trade chambers also determine the training courses, the length of training, the stream, (part-time or full-time) the number of lessons per week (the minimum number being fixed by law at eight) and the training content (subject matter to be taught).

On account of the legal and regulatory provisions conferred upon the professional trade chambers it is only logical that these chambers confer the Technical and Vocational Proficiency Certificate.

There are a total of five chambers, two representing employees, three representing employers and companies. The employers' chambers are :

- The Chamber of Commerce which bears responsibility for training in commerce, administration and banking as well as in industry ;

- The Chamber of Trades with responsibility for craft training;

- The Chamber of Agriculture, with responsibility for training in agriculture, horticulture and viticulture.

The Employees' Chambers are:

- The Chamber of Labour representing all employees who are not in the private sector (status of worker);

- The Chamber of Private Sector Employees representing private sector employees (the tertiary sector among others).

In this context it is perhaps worth noting the Director of Vocational Training in the Ministry of Education, assisted by the Deputy Director, assumes on behalf of the Government and in his capacity as a Government Commissioner, general responsibility for examinations leading to the CATP, the CCM and as from the 1994-1995 school year the CITP. He also bears responsibility for the examination

leading to the Master Craftsman Diploma.

- **Nature and Organisation of Examinations**

The examination upon conclusion of apprenticeship and leading to the CATP is organised on a national level for each group of trades or professions regardless of the school path pursued. These examinations are held twice yearly, in the spring (February/April), and in the autumn (September /October). The Ministry of Education on the proposal of the competent professional chambers and the Director of Vocational Training acting in his capacity as Government Commissioner, lays down the date of the examinations for each group of trades or professions. The apprenticeship examination comprises a general theory (languages - correspondence, economics - accounting, and civic instruction) and a practical part also comprising vocational theory.

The practical part is examined by a special commission for each trade or profession. The general theory for the majority of trades or professions consists of an assessment examination upon completion of the 7th class. The examining body is presided over by the Government Commissioner who presides over the apprenticeship examinations discussed above. The Commission is made up of six members and two deputy members nominated for a period of two years by the Ministry of Education.

The candidate having obtained satisfactory marks upon completing the school year in the general subjects in the 11th class, takes an examination in these subjects. However, for a certain number of trades and professions certain general subjects are examined at the end of the 12th. In this instance an examining commission is set up for the general theory part.

Note : This assessment examination (a splitting of the examination) will be abolished when the law of 4 September comes into force.

The Commissions for the practical part of the examination each are made up of a representative of the relevant Employers Chamber acting as chairman and two additional members, one representing the Employers and the other the Employees Chamber. The latter is selected, if possible, from holders of the Advanced Technicians Certificate in the trade under examination. Failing this the member must hold a Technical and Vocational Proficiency Certificate or an equivalent recognised certificate.

Two deputy members are nominated for each Commission from the employers and employees side. The Chairman, the Members and Deputy Members of the Commission are nominated for a period of two years by the Ministry of Education from two sets of lists submitted by the relevant professional Chambers. These lists are made up entirely of individuals concerned with education and apprenticeship training. If required, experts/assessors may also form part of the Commission. They are nominated by the Ministry of Education. Their term of office ends with the term of office of the Commission to which they belong.

The experts/assessors only play a consultative role upon the explicit request of the Chairman of the Commission or the Government Commissioner.

- **Examination content**

- **General theory part**

Depending on the profession, general theory examinations cover the French and German languages, general hygiene, general and professional hygiene, civic instruction and accounting/correspondence pursuant to the technical secondary education curricula adopted by the Ministry of Education.

Candidates answer the questions in writing either in German or in French. The subjects of the general theory examinations are selected from the areas of occupational and social life.

- **Practical Part**

The practical part of the examination comprises :

- A test in manual work
- Tests in vocational theory

The test in manual work is to demonstrate that the candidate posses the required skills to carry out his profession competently and exercising the necessary care. The candidate is required to carry out in the presence of the Commission some basic tasks of his trade in a workshop or area determined by the Commission in agreement with the Government Commissioner and in the relevant professional chambers. The examination should be in line with the curriculum and type of apprenticeship laid down for the trade and approved by the Ministry of Education. The vocational theory examinations for candidates in all trades cover the following subjects:

- Vocational Sciences comprising : material sciences, machine tools,
- Working techniques and accident prevention,
- Mathematics.

Other subjects may be added depending on the particular trade. The vocational theory examinations are written examinations. If required, however, the examining commissions may, in addition to written examinations hold an oral examination at which the Government Commissioner must be present.

- **Admission to the examination**

Generally any candidate who has attended regularly courses in the 12th class are admitted to the apprenticeship examination. For this purpose the candidate is required to furnish a certificate of class attendance. This certificate is issued by

the Director of the training establishment.

- **Organisation of the examination**

Jointly with the relevant professional chambers the Commissioner fixes the date and time schedule for the various general theory and vocational theory examinations.

For the general theory examinations each member of the commission proposes two lists of questions for the examination in his subject area. For examinations in vocational theory the chairman of each commission having heard the opinion of the other members and if required that of the expert in the Commission proposes two sets of examination questions for each subject.

The examinations in manual work are prepared in writing by the Commission responsible for the practical part of the examination. The duration of the various examinations is determined by Ministerial decision on the proposal of the examining commission, after consulting the professional chambers and the Government Commissioner.

- **Assessment of examinations**

The papers submitted by the candidates are corrected by two examiners in each subject. In borderline cases papers are submitted to the competent commission in its entirety which, following discussions and scrutiny of the papers, reaches agreement on the results.

- **Decisions of the examination commissions**

Decisions on the examinations are taken by the Commission for the practical part of the examination pursuant to the following provisions :

- Candidates who obtain in each subject in the examination a satisfactory mark are successful. Similarly, candidates obtaining one unsatisfactory mark equal or greater than 25 points (of a total of 60) provided that the average of the marks obtained are in excess of 40 (general theory part) are also successful.

- Candidates obtaining the following are admitted to an additional examination :

  *One unsatisfactory mark equal or exceeding 25 points in a subject of general theory who has not attained an average of more of 40 points.

  *A mark in a subject of vocational theory equal or exceeding 25 points.

- Candidates are not successful who obtain :

***One, two or three marks that are unsatisfactory in the examination or the examination assessment in general theory,**

*One or two unsatisfactory marks in vocational theory subjects.

- Candidates not attaining a satisfactory mark in a practical examination may not exercise the profession.

- **Vocational paths following the CATP**

CATP holders may choose from two options with regard to future career prospects:

- **Continuation of studies** leading to a qualification higher than CATP.

The holder of the CATP may pursue his studies along two different paths with the aim of:

- Obtaining the Master Tradesman Diploma : the Master Tradesman Diploma confers upon holders the right to set up their own business;

- Admission to the advanced cycle of technical secondary education, technical training section with a view to obtaining the Technicians' Diploma.

- **Access to the labour market**

The holder of the CATP may either interrupt temporarily his studies or conclude his studies in order to enter the labour market. For the majority of trades and professions integration into the labour market for the certificate holder presents little difficulty as the Luxembourg labour market has a lack of qualified manpower. With few exceptions the labour market absorbs qualified skilled labour. Holders of the CATP show an overall preference for the tertiary sector, local government and public service on account of good pay and working conditions.

The holder of the Technical and Vocational Proficiency Certificate may benefit from a skilled worker's salary which upon entering employment in a company in the private sector is some 20% above the minimum age. After a period of three years this salary is increased by 20% (amounting to 40% in excess of the minimum wage).

In the public sector there are two occupations for holders of CATP which depend on the training path followed. These are :

- The occupation of dispatcher : this is limited to holders of the CATP who have completed five years full-time study in the technical path (7th to 11th class, followed by the 12th class which is largely practical).

- The occupation of craftsman : open to all CATP holders regardless of the training path pursued.

Salaries differ for the two occupations and tasks vary being more theoretical and administrative for the dispatcher and more manual for the craftsman. Both occupations may be considered as "pivot careers" in the lower career brackets in the public sector.

- **Access to the CATP**

The public education system is not the sole path leading to the apprenticeship examination. It should be recalled that young people may opt for the full-time school path or the part-time (dual system) depending on their aptitudes and preferences. Both paths may lead to the Technical and Vocational Proficiency Certificate. Certain private technical colleges offer this entire training course (mainly practical up to the 12th class) or offer the course in part (up to the 11th class).

- **Statistical Data**

The number of young people taking the apprenticeship exam varies depending on the trades and professions. The following table shows the number of candidates taking the examination in a limited number of trades or professions (in 1991).

	Enrolled	Successful	Percentage
Crafts	456	284	62.3
Industry	215	182	84.6
Sales	101	96	91.4
Office clerk	260	207	79.6
Banking	104	76	73.1
Management	59	46	78
Office Admin.	107	101	94.4
Restaurant	56	35	62.5
Hotels/restaurant	28	19	67.9
Agriculture	16	16	100

3.2.4.2. Manual Proficiency Certificate (CCM) and Preliminary Technical and Vocational Certificate (CITP)

The training paths leading to Manual Proficiency Certificate (CCM) or to the Preliminary Technical and Vocational Certificate (CITP) consist of alternate training (dual system) with eight study periods per week in Technical College and 32 hours of practical training in a company per week.

The eight weekly study periods in a school environment are devoted entirely to practical construction and relevant vocational theory. The curriculum does not cover general theory (languages, civic instruction, economics, accounting etc.).

The current CCM cycle has three years (10th, 11th and 12th classes). At the conclusion of the 12th class, the candidate takes the final examination in which the practical test is identical to that of the normal apprenticeship and for which is awarded the Manual Proficiency Certificate (CCM).

The future path leading to the Preliminary Technical and Vocational Certificate (CITP), termed apprenticeship in two stages, is identical in aim to the CCM. Nevertheless it differs in that it will be a modular course, that is to say with cumulative units and is comparable to the first year of apprenticeship.

General theory and vocational theory will be taught in a staggered and modular fashion. The cycle will last at least two years and four years at the maximum. It will culminate in an examination, success in which leads to the CITP.

The young person who in the apprenticeship examination is successful in the practical part and not successful in general theory is awarded the Manual Proficiency Certificate (CCM).

He has the possibility in the second stage of apprenticeship of obtaining the CATP.

- **Legal recognition and body conferring the certificate**

The organisation holding responsibility for this training falls upon the same bodies which are responsible for apprenticeship leading to the Technical and Vocational Proficiency Certificate.

The young person who is successful in the examination at the conclusion of the three year cycle is awarded the Manual Proficiency Certificate. In part this certificate is conferred by the Employers' Chambers (in this case the Chamber of Trades and Chamber of Agriculture) and the Employee Chamber (the Chamber of Labour) in addition to the Luxembourg State. Holders of the CCM have two options:

- Continuation of studies to attain a higher qualification, i.e. the Technical and Vocational Proficiency Certificate,
- Insertion in the Labour market.

The holder of the CCM may decide to interrupt training or to cease training and to enter working life. Generally this integration presents little problem in the private sector on account of the lack of skilled manpower as was mentioned above. The certificate awarded gives the holder the right to the minimum wage for a skilled worker. Three years after commencing work the salary is increased by 20%. While integration in the private sector is not difficult this is not the case for the public sector. The Manual Proficiency Certificate currently does not provide access to a specific career in national administration.

- **Nature and organisation of the examinations**

The examination leading to the award of the Manual Proficiency Certificate is organised on a national level for each group of trades or professions. Examinations are held once per year in July - August or September - October. The Examination Commissions employ the same criteria as the Commissions for the CATP examinations. The examination comprises a practical examination and an oral examination in vocational theory.

- **The examination**

The examination in vocational theory should relate to the practical examination and be based on the basic elements of the course of study in the last school year (12th class). The practical examination should be in line with the apprenticeship course determined for the trade or profession by the competent professional chambers and approved by the Ministry of Education.

- **Admission to the examination**

To be admitted to the examination students should have attended regularly class courses in the final apprenticeship class (12th class CCM).

- **The examination procedure**

The organisation of the examination, the choice of questions and the assessment of examination papers is identical for both apprenticeship examinations.

- **Decisions of the examination commissions**

In assessing examination results the marks obtained in the practical examination accounts for two thirds and the marks in the vocational theory for one third of the total. Candidates obtaining a satisfactory mark in vocational theory and a satisfactory mark in the practical examination are successful.

Similarly, candidates obtaining an average mark of 30 (of a maximum of 60) at least in the examinations (practical examination and vocational theory) provided that the mark obtained in vocational theory is equal to or exceeds 20 (of a total of 60) and that the mark obtained in the practical examination is equal to or exceeds 30 (of a total of 60) are successful.

Candidates failing to attain these marks are not successful (the provisions do not make account for re-sits).

- **Access to the CCM**

Private schools approved by the Ministry of Education may on account of their infra-structure (specialised rooms, workshops, trained staff) be ideal for offering this type of study. However, on account of the limited number of trades and professions for which training may be organised in this way and equally on account of the low numbers in these classes, private schools do not offer these courses of study.

- **Statistical data**

As mentioned above the number of young people enrolled in classes leading to the Manual Proficiency Certificate is relatively small. The number of young people taking the final examination and the success rate at the end of the 1991-92 school year is presented in the following table:

	Enrolled	Successful	Percentage
Crafts	127	98	77.16
Horticulture	7	7	100

- **In the advanced cycle**

The two paths in the advanced cycle,

*The technician training path
*The technical path

culminate in a Secondary Technical School Leaving Certificate or a Technicians Examination, respectively.

3.2.4.3. School Leaving Certificate in the Technician Training Path

All areas of technician training culminate at the end of the 13th class in a school leaving examination organised at national level.

- **Technician Certificate**

Legal responsibility for the Technician Certificate lies with the Ministry of Education. As in the case of the Secondary School Leaving Certificate the Minister issues the certificates which are inscribed in the register of certificates in the Ministry of Education. The members of the examination commission sign the certificate.

The Technician Certificate specifies the area of study in which candidates were examined and makes reference to the fact that the candidate posses the required knowledge for commencing advanced technical studies. Attached to the certificate is a listing of marks and the average mark for all examinations.

- **Legal recognition of the certificate**

Legal recognition of the Technician Certificate is guaranteed by the Luxembourg State. The rights conferred by this certificate, in particular with regard to access to the public sector, are anchored in legal provisions, particularly in the law of 4. September 1990. The two main fields of activity which are accessible for holders of the Technician Certificate are similar to those for holders of the Secondary School Leaving Certificate and the Technical Secondary Leaving Certificate :

***Continuation of studies**

- At the Luxembourg University Centre in the Sciences Facility in the area of engineering studies (a one-year cycle),

- At the Higher Institute for Technology (three-year cycle); admittance on the basis of a dossier,

- At university level, the Technician Certificate permits access to the continuation of studies in the cycles of technical study.

***Access to working life**

The Technician Certificate aims primarily to provide the holder with access to the labour market. A large number of young people decide to exercise their profession in the private sector on account of the good career prospects. The public sector is another alternative for joining the labour market.

- **Organisation**

The School Leaving Certificate in the area of technical training is awarded on the basis of a national examination which is run by the Ministry of Education. The Minister determines the number of commissions and its members. These commissions are composed of:

- a Government Commissioner, Chairman of the Examining Commission,
- a Member of the Directorate of the training establishment with a 13th class,
- teachers in the various subjects which are examined.

The organisation of the examination and the composition of the examination commissions are determined by Ministerial Decree published in the Memorial (the official government gazette).

- **Nature and organisation of examinations**

Depending on the distribution of the 10/15 subjects:

- Languages (3-4)
- Mathematics
- Science
- Practical skills specific to each area.

Success in the examination depends upon:

- the number of unsatisfactory marks,
- the average of all subjects examined.

Theoretical subjects are examined in writing and the examination papers are marked by two or three examiners in various commissions. For each candidate the marks obtained in the school year are taken into consideration (particularly in the case where the candidate had an unsatisfactory mark in the examination); they account for one third of total marks and the examination mark for two thirds of the total.

As from the beginning of the 1991-92 school year a system of compensation has been introduced in provisions governing the technician examination with one important modification: Certain occupational areas (theory or practice) which are of particularly importance for the training of a technician (so called "basic" areas) are excluded from the compensatory process.

As from the beginning of the 1993-94 school year the number of areas covered by the examination will be reduced (a reallocation of the subjects to be studied) on account of the introduction of a system of dispensing with examinations in certain areas in which marks were very satisfactory at the conclusion of the school year.

- **Access**

Admission to one of the 12th classes in the area of technician training depends upon:

*Success in the corresponding class (same speciality) in the 11th, technical path or

*Attainment of a CATP in a corresponding area or specialty.

Currently only the public education system offers this cycle of studies in both evening and day classes. The class of the 13th grade in evening study is divided into two parts spread over two years and the final examination is subject to "splitting" (two separate parts spread over two years).

At present, private education institutions do not offer this cycle of studies.

- **Statistical Data**

The number of students has decreased overall since the end of the 70s. However the number of young people pursuing this path for technician training frequently rises for two reasons:

- their attractiveness on the labour market;
- they provide access to advanced technical studies, both at university and non-university establishments.

The following table shows the percentage of young people taking the School Leaving Certificate in technician training and the success rate of the candidates for all areas of study:

	enrolled	successful	percentage
1989/90	164	133	81
1990/91	180	145	81
1991/92	192	165	86

3.2.4.4. The Technical Secondary School Leaving Certificate in the Technical Path

The technical path in the advanced cycle of technical secondary education culminates in a Technical Secondary School Leaving Certificate. Currently this examination is organised on a national level. The technical path of the advanced cycle comprises three areas :

- Administration and commerce
- General technical subjects
- Paramedical and social subjects.

NOTE: As from the beginning of the 1993-94 school year a reorganisation of nursing colleges is planned. Current nursing studies lead to a Technical Secondary School Leaving Certificate "bac technique".

- **Legal Recognition**

Legal responsibility for the Technical Secondary School Leaving Certificate rests solely with the Ministry of Education. As is the case with the Secondary School Leaving Certificate, the Technical secondary school Leaving Certificate (commonly called the "Bac technique") is awarded by the Minister. The certificate contains the mark awarded to the candidate who passed the examination and the number under which it is inscribed in the Register of Certificates in the Ministry of Education.

The members of the Examination Commission also sign the certificate, attached to this certificate is a list of marks and the average of all marks obtained in the various subjects examined.

Legal recognition of the Secondary School Leaving Certificate is the responsibility of the Luxembourg State. Naturally at present certificates are awarded in adminstration and commerce and in general technology. These two certificates confer upon holders the same rights, with regard to access to the public sector, as the Secondary School Leaving Certificate. The certificates lead on to continuation of post secondary studies.

The two certificates permit holders to continue general university studies either in Luxembourg or in countries signatory to the European Convention signed in Paris on 11 December 1953.

- **Access to working life**

Like the holder of the Secondary School Leaving Certificate, holders of the technical secondary school leaving certificate may enter either the public or private sector.

In the public sector holders of the Technical Secondary School Leaving Certificate have access to the same careers (for example "rédacteur") as holders of the Secondary School Leaving Certificates.

If opportunities are identical in the public sector for holders of the two types of school leaving certificates this not the case in the private sector.

The Technical secondary school Leaving Certificate in administration and commerce confers upon the holder a vocational qualification and facilitates integration in the tertiary sector particularly on account of the introduction of certain areas with contents relating to this sector.

- **Organisation**

The Technical secondary school Leaving Examinations are organised on a national level. All candidates must take the same examinations regardless of whether we have taken day-time or evening courses or whether they were enrolled in a public technical school or private school. The Ministry of Education determines how the examinations are organised. The Minister lays down the number of Examination Commissions which are made up of a Government Commissioner, a representative of the Directorate of the Technical School as well as full and deputy members.

- **Nature and organisation of the examinations**

At present the examination syllabus of the two areas of the advanced cycle comprises some 10/12 subjects.

Examinations cover:

- languages (English, French, German)
- mathematics, mathematics of finance
- science
- technical subjects
- subjects on management and accountancy.

Papers are marked by three different examiners.
The pass mark depends on the average in all subjects and on the number of unsatisfactory marks.

As from the 1991/92 school year, it is possible to compensate for one or two unsatisfactory marks.

As from the 1993/94 school year, as was in the case in preceding chapters, certain innovations are being introduced:

- reduction in the number of sections
- exemption from eaminations (examination report)
- consideration of results obtained during the school year
- introduction of oral examinations.

- **Access paths to the Technical Secondary School Leaving Certificate**

Similar to the normal secondary studies, a secondary path is planned: evening classes. These will be organized in the same way as evening courses for adults studying for the Secondary School Leaving Certificate. Private education institutes supervised by the Ministry of Education may also offer these courses. At present only administrative and commercial areas of study are offered ny one single private institute.

- **Statistical data**

The number of young people who decided to pursue these studies at advanced level in one of the two areas is constant.

There has been a slight increase in the number taking commercial and administrative subjects and a decrease in numbers taking technical subjects.

Administration and Commerce

	Enrolled	Successful	Percentage
1987/88	379	215	57
1991/92	388	268	69

General Technical subjects

	Enrolled	Successful	Percentage
1987/88	143	99	69
1991/92	96	71	74

3.2.4.5 Paramedical Training Certificates

The Ministry of Health is responsible for paramedical training courses and examinations. For all careers with the exception of the nursing auxiliary, candidates can study either in the State of Luxembourg or abroad at a nursing school recognised by the Ministry of Health.

Regarding studies at nursing schools in the Luxembourg there are two types of training : the certified nurse and the nursing auxiliary.

- **Training leading to the Luxembourg Nursing Certificate**

Nursing training (not to be confused with training for graduate nurses which is post-secondary training), training as psychiatric nurse, in anaesthetics, training as technical medical assistant, as kindergarden nurse or midwife is full-time and is made up of both theoretical training and clinical practice. Basic training lasts three years. Specialisation following basic training lasts one or two years respectively.

- **To gain admittance** to nursing training in Luxembourg candidates are required to fulfil the same conditions as those for admission to a 12th class in the advanced cycle of technical secondary education. The direct admission depends on successful completion of an 11th class in the technical path.

- All paramedical training culminates in final examinations which are made up of written tests, practical and oral examinations and are held at national level. Candidates obtaining satisfactory marks in all subjects are awarded the **Luxembourg Nursing Certificate.**

Holders of the Luxembourg National Certificate may go on to specialised training for the following certificates :

- **State Certificate in Psychiatric Nursing, Anaesthetics, Technical Medical Assistant, Technical Medical Assistant in Radiology, Technical Medical Surgical Assistant, Technical Laboratory, Kindergarden or Midwife Assistant.**

- **Training as Nursing Auxiliary**

Initial studies for the career or nursing auxiliary are a one year full-time course. Training is made up theoretical and practical training as well as technical demonstrations.

Training for Auxiliary Nurse culminates in written and oral examinations in theory and in practical examination. To attain the **Nursing Auxiliary Certificate** candidates must attain satisfactory marks in all the subjects examined.

3.3. Post Secondary and Advanced Training

3.3.1 Studies at the Institute for Educational and Social Studies

The law of 6 August 1990 established the Institute for Educational and Social Studies (IEES) under the aegis of the Ministry of Education. The IEES has two faculties:

- Faculty for advanced studies leading to **Graduate Teaching Diploma (formally Teaching Diploma)**

- A faculty leading to the **Teaching Diploma (formally Teacher Training Certificate).**

In collaboration with the competent services the Institute is responsible for continuing training of qualified teachers (holders of Teaching Certificate and Auxiliary Teachers).

The preparatory studies for the Graduate Teaching Diploma and the Teaching Certificate are made up of theoretical and practical parts as well as training in practical, educational, social and cultural institutions in Luxembourg.

Studies in both faculties may comprise compulsory basic courses, training units which may be accumulated, a choice of compulsory courses, optional courses, seminars, practical work, training practicals in institution and a study project of an academic nature.

- **Studies for the Graduate Training Certificate**

Preparatory studies for the graduate Teacher Training Diploma at the IEES are either full-time or part-time for those already in employment.

The full-time path is composed of three years of advanced studies.

The part-time path for those in employment has the same content as the full-time path. It is divided into three cycles of study each of two years duration.

- **Admission requirements**

To be admitted to full-time or part-time training candidates should:

* be holders of :

- Either a **Secondary School Leaving Certificate or an equivalent recognised Certificate**.

- Or a Teacher Training Certificate and have at least three years practical experience after obtaining the **Teacher Training Certificate**;

* And must furnish proof of knowledge of the three languages used in Luxembourg : Luxemburgish, French and German.

- **Teacher Training Studies**

Studies leading to the Teaching Training Certificate are organised in the same way as studies for the Teaching Diploma.

- **Admission requirements**

To be admitted to full-time training candidates should :

- Furnish proof of successful completion of five years secondary studies and either have successfully completed the 11th class in the area of training for paramedical and social careers in the technical secondary education or should furnish proof of other equivalent studies recognised by the Ministry of Education.

- Furnish proof of satisfactory knowledge of the three national languages : Luxemburgish, French and German.

- **Final Examination**

The Ministry of Education is responsible for official recognition of the Training Certificates.

Currently examination procedures are being revised. New legislation will probably come into force for the examinations at the end of the 1993-94 school year.

In the meantime current examinations are of the following nature :

- Two final examinations for both faculties, are organised at national level by the Ministry of Education.

- The Final Examination for the Graduate Teaching Certificate is composed of both theory and practice. The practical examination has two parts :

* Examination of the knowledge of the subjects studied during the last year of studies;

* A paper prepared by the student of an academic nature and related to practical or theoretical training.

When the examinations have been completed the Commission meets and takes one of a number of decisions with regard to the candidate :

- Candidates succeed who have obtained satisfactory marks in all the subjects examined;

- The candidate obtaining unsatisfactory marks in one or two subjects is required to re-sit certain examinations;

- The candidate fails who has more than two unsatisfactory marks.

Successful candidates are awarded the Teacher Training Certificate issued by the Ministry of Education and is signed by all the members of the examining Commission. The certificate also bears the number under which the Diploma is described in the Registrar of Certificates held by the Ministry of Education.

The final examination for the Teaching Certificate is made up theoretical and practical examinations. The theoretical part is composed of three examinations :

- The study of works of a psycho-pedigogical nature carried out during the last year of studies;

- Examination of the knowledge of the candidate on the subjects studied during the last year of studies;

- A study project on a subject psycho-pedigogical nature.

The practical part to the examination comprises:

* Practical skills in a given area.

* Improvisation.

After the examinations the examination commission meets to decide on results :

- Successful candidates must attain satisfactory marks in all the subjects examined;

- Candidates attaining more than three unsatisfactory marks must re-sit;

- Candidates fail who have unsatisfactory marks in more than three subjects.

Successful candidates are awarded the Teaching Certificate signed by the Minister of Education and all the members of the Commission. The certificate is inscribed in the Registrar of Certificates held by the Ministry of Education.

3.3.2 The Advanced Technicians' Certificate (BTS)

- **General organisation**

The advanced Technicians' Certificate was introduced by the law of 4 September 1990 and is regarded as Technical Secondary Education. Studies last for two years and classes may be attended full-time or part-time (alternance).

Holders of the Technical Secondary School Leaving Certificates may be admitted to the studies. Holders of the Technical and Vocational and Proficiency Certificate (CATP) who take additional courses may also be admitted. The legislation covering admission requirements is currently being modified.

Candidates may choose between four different areas of study:

- Accountancy and Business Management.
- International Commerce.
- Office Administration and Office Automation.
- Cartoon animation.

In each subject area there is both theoretical training and classes, classes which contain theoretical exercises and the revision of knowledge as well as practical training either in the school or in a company in the form of alternative training. Training is modular in nature and comparable to that provided by the College of Technology.

For each area of study a committee is set up composed of a Government Commissioner who is Chairman, the Director of the Training Establishment and Certificate holders. The Committee decides:

* Whether the student may progress from the first to the second year of study;

* On the award of certificates at the end of the second year of studies.

- **Legal recognition of the certificate**

Legal recognition is the responsibility of the Ministry of Education. The **Advanced Technicians' Certificate** is awarded to students who successfully complete all the units during the two years of study.

The certificate indicates the candidates speciality and the grades obtained and is issued by the Minister of Education and inscribed or in the registrar of certificates held by the Ministry of Education.

The certificate is recognised by the private sector which offers certificate holders employment at rates of pay which are comparable to jobs held by those who have completed senior technical training at the College of Technology. The training

certificate is job orientated. Certificate does not confer upon holders any particular right to continue studies. In view of the job-oriented nature of this cycle of studies and its recent reorganisation (1992) there are no particular posts in the public sector reserved for holders of this certificate. Organisation of the examination and the examining body is set up for each area of study. The results obtained in each unit in the course of the year are taken into consideration in the final result. Examinations are marked out of a total of 20. Marks of between 10 and 20 are considered satisfactory.

At the end of the school year the examining body meets to decide on the results obtained by candidates :

- Candidates are successful who attain satisfactory final marks in all units;
- Candidates re-sit who have an unsatisfactory mark in one subject.
- Candidates who in the re-sit examinations obtain satisfactory marks in the subjects previously unsatisfactory are awarded the certificate.
- Candidates who are successful in all the units are awarded the Advanced Technicians Certificate which indicates the candidates speciality and the grades obtained.
- **Statistical data**.

In view of the recent introduction of this cycle of studies and of the small number of subject areas offered, the number of candidates enrolled is modest but rising.

Presently an average of 30 students undergo studies each year in each study area:

- Maximum : 64 students in the first year in accountancy and business management;
- Minimum : 8 students in the first year (in cartoon animation).

3.3.3. Studies at the College of Technology

The College of Technology provides post-secondary education of three years duration in the following study areas:

- Electrical Engineering (two specialities : electronics and industrial electrical technology).
- Civil Engineering.
- Mechanical Engineering.
- Applied Data Processing.

The following are admitted to this cycle of studies:

* Holders of the Secondary School Leaving Certificate the Technical Secondary School Leaving Certificate or a foreign qualification recognised as equivalent,

* Following scrutiny of their educational record, holders of the Technician Diploma may be admitted.

Studies are of three year duration and culminate in an examination. Successful candidates are awarded the Technician/Engineers Certificate.

- **Technician/Engineers Certificate**

This is a final leaving qualification attesting three years of studies and providing the holder with training in science and technology as well as general and practical training as a Technician/Engineer. Studies are modular in nature and are composed of units. These units contain work projects related to the subject matter taught and culminate in a final examination.

- **Legal Recognition**

The Ministry of Education bears legal responsibility for the Technician/Engineers Certificate. The Certificate indicates the candidates speciality and the grades obtained. It is awarded by the examining body and signed by the Minister of Education.

Holders of the Technician/Engineers Certificate may pursue two paths:

- **Continuation of Studies :**

The holder may decide to go on to university studies. In view of the fact that at present no full-time university education is provided by the Luxembourg University Centre, the holder is required to study abroad;

- **Integration into the labour market :**

The Technician/Engineers Certificate may be regarded as a qualification "of a final nature", that is to say as a certificate permitting the holder to enter into the labour market.

The Technician/Engineers Certificate may take up a job which in nature is between that of engineer and skilled worker (skilled craftsman).

The private sector requires manpower which has completed this training. Holders of the certificate have no difficulty in finding employment and career prospects are good.

In public service there is a specific career bracket for holders of the Technician/Engineers Certificate.

- **Organisation**

The final examination is organised on a national level for candidates in the same area of study.

Progression from one year of study to the next depends upon results obtained in the units of study. These are composed of work projects related to the subject matter and of a final examination. To be admitted to the final examination the student must have completed the required study projects within a unit. These projects may be composed of:

- Written or oral examinations
- Practical activity reports
- Projects and study reports.

The examining body also responsible for deciding on progression from one year of study to the next is constituted each year by the Ministry of Education.

- **Nature and organisation of the examinations**

Each unit study culminates in a final examination. Examinations are held twice yearly. Depending on the structure of each area of study the initial examination (termed general session) is composed of tests either at the end of the first and second semester of each year of studies or at the end of the study year.

The final examination contains both written and practical tests.

Each examination is marked by two members of the examining body. Students who attain final marks of 12 or more (out of 20) in all the units in the subjects in the last year of study are successful.

Students attaining less than 12 marks in the units of study are forced to re-sit. Re-sit candidates attaining final marks of 12 or more are awarded the certificate.

Candidates who are successful in all areas of study and in all units are awarded a final leaving qualification which confers upon them the title of Technician/Engineer and specifies the area of study and the marks obtained.

- **Statistical data**

The following table shows the numbers enrolled in each year and for each section in the 1991/92 school year.

Year of study	1	2	3
Data-processing	24	20	48
Electrical engineering	30	47	36
Civil engineering	32	19	15
Mechanical engineering	18	15	17
Total	104	101	116

3.3.4. The Institute for Educational Studies and Research (ISERP)

Training as a teacher in "pre-school education" or "primary education" is of three years duration. The Grand Ducal Regulation of 13 March 1992 governs conditions for admission to the ISERP. Candidates are admitted on the basis of the following:

(a) An oral examination to evaluate:

The personal motivation and aptitude for the teaching profession,

- Satisfactory knowledge of the Luxembourg language, German and French;

(b) An examination in one of the following three subjects:

- Art, music, sport and physical education;

(c) The results obtained in the Secondary School Leaving Examination or the Technical Secondary Leaving Examination in Luxembourg or a similar certificate from abroad recognised as being equivalent by Luxembourg law.

Candidates results are rated on the relationship between marks obtained and maximum number of marks.

- **Studies and Certification**

Studies for pre-school and primary school teachers are offered at the Institute for Educational Studies and Research (ISERP) in collaboration with the Luxembourg University Centre (law of 6 September 1993). Pre-school education

refers to education prior to the first year of primary education. Primary education refers to the first six years of primary school, supplementary and special schools.

Training comprises three years of advanced studies and is made up on training in pedagogical and methodical subjects as well as literary, scientific rhetoric studies which require specialisation.

Studies are made up of compulsory joint courses, compulsory courses which may be selected, non-compulsory courses, seminars, projects of a pedagogical or scientific nature, practical work and training practicals in schools in Luxembourg. Training is organised in units and practical periods.

The final examination which completes training depends on the results achieved :

- In the specific training units in the third year

- In the practical periods in the third year as well as class assessment of each student in the second semester in a pre-school or primary school.

- On non-compulsory training units in the second and third years.

  The examining body which is nominated by the Minister of Education is responsible for organising the examination. The examining body is presided over by the Director of the ISERP. The general inspector of primary education also belongs to the examining body.

- To be awarded the **Certificate in Educational Studies** the candidates must obtain satisfactory marks (50% of the total) in the various training units and an overall satisfactory mark made up of 50% of the mark attained in the practical periods in the third year and 50% of the mark attained in practical pedagogical examination in the class room. The latter tests are usually organised in the classes where candidates have completed their practical period.

- Students who do not obtain satisfactory marks in all areas must complete training in the course of the academic year following the examination and must succeed in these areas at the end of this year. The subject areas in which the student is successful are taken into consideration for the Certificate in Educational Studies. Students who fail this supplementary training may not continue.

- Grades depend on the examination results : "satisfactory" for 50% of total marks, "good" for 75% of total marks, "distinction" for 80% of total marks, and "distinction with merit" for 90% of the total marks.

- Holders of the Certificate in Educational Studies may work in all areas of primary education.

The following courses are organised as continuing training for primary teachers:

- Courses and skills up-grading and specialisation to expand theoretical and practical knowledge of teachers. Upon successful completion candidates are awarded the **Supplementary Certificate**;
- Courses and activities to up-date the skills of teachers and to adapt these to changing trends in education.

3.4 University Education

- **Legal framework**

The final paragraph of Article 23 of the Luxembourg Constitution states that each citizen of Luxembourg is free to study in the Grand Duchy of Luxembourg or abroad and to study at a university of his/her choice pursuant to provisions of the law conditions of admission to employment and to exercising certain tasks.

Luxembourg citizens are free to study at a foreign university of their choice. Prior to the entry into force of the law of 18 June 1969 university degrees and diplomas required by laws on or governing the admission to certain professions and the right to exercise certain functions were awarded by Luxembourg juries on the strength of examinations in philosophy and arts, sciences and mathematics, natural science, law, medicine, visionary medicine, pharmacy and dentistry (law of 5 August 1939).

This system dating back over 120 years no longer corresponded to the requirements of university education in view of the fact that it separated studies and their certification and did not always allow consideration for the differences in training methods in the foreign universities at which Luxembourg students studied. In addition graduates of these universities were forced to repeat examinations already taken at the foreign university.

3.4.1. Homologation of degrees and diplomas obtained abroad

The system of assessing university studies was reformed by the law of 18 June 1969 on higher education and the homologation of degrees and diplomas obtained at foreign universities. The law provided for the abolition of Luxembourg examinations and recognition, under certain circumstances, of degrees obtained at foreign universities through Luxembourg homologation commissions set up to examine the qualifications conferred by university studies and to recognise their validity for certain professions and careers. They examine qualifications awarded abroad in philosophy and arts, in science and mathematics, in natural science, in law, in medicine, in dentistry, in veterinary medicine and in pharmacy.

3.4.2. The homologation procedure for admittance to certain professions governed by legal provisions.

The homologation commissions are nominated under Luxembourg law for each area of study. Members of the Commission must be of Luxembourg nationality,

be of at least thirty years of age and have completed studies and obtained higher education qualifications in Luxembourg or abroad homologated by the procedure. The Homologation Commission examines the application and the candidates dossier to ascertain if the Commission is competent and if the application is admissible. If the Commission deems itself competent it will issue either approval or non-approval. The proceedings of the Homologation Commission are noted in writing. The procedure of the Commission is not public. The homologation approval is inscribed in a special Registrar held by the Minister of Education.

Homologation may only be granted if the higher education studies of the applicants and their degrees obtained abroad correspond to certain general criteria including a minimum duration of studies, the nature and scope of studies which should be composed of both academic and practical instruction.

The degrees submitted for homologation should confer a degree in higher education which is recognized by the country of origin or provides access to a professional or practical professional period without discriminating between legal and academic titles or between State and university titles.

No one may submit a degree for homologation who has not completed secondary school in Luxembourg or who does not possess an equivalent foreign qualification pursuant to Luxembourg Law in force.

Following transcription the approved homologation implies full recognition of the examinations, degrees and diplomas of the foreign university. It confers upon the holder access to a profession or careers and professions regulated by the State under the conditions laid down in the corresponding legislation.

3.4.3. Recognition of other foreign degrees and diplomas

For higher level careers, training and qualifications are monitored by the **Degree Commission** (for example, degrees in economic and social sciences, degrees in architecture and in engineering).

The law of 17 June 1963 makes legal provision for the protection of degrees obtained in higher education. With the exception of individuals who are resident or have fixed abode in the Grand Duchy of Luxembourg no one may carry the title of a degree :

- If this has not been awarded pursuant to the laws and legal provisions of the country in which the degree has been conferred;

- If the degree including the name of the institute or college conferring it and full academic title have not been inscribed in the Registrar of Degrees held by the Ministry of Education.

Pursuant to the above-mentioned law the titles of Dr., Bachelor of Arts or Science and Degrees in Architecture are Engineering are recognised as a qualification from an Institute of Higher Education.

National diplomas are also inscribed.

The recognition of foreign degrees and diplomas and determination of their full and precise titles are made at the request of the applicant and on the decision of the Ministry of Education on the opinion of a commission for academic degrees obtained in higher education. This Commission is made up of eight to ten members who have degrees and diplomas in higher education in a variety of areas. Expert groups which vary depending on the faculty are, if required, also part of the Commission.

Generally, degrees and diplomas in university education which have been awarded following full-time university study of at least four years are recognised.

3.4.4. University Education in Luxembourg

The law of 18 June 1989 established in Luxembourg an institute called the New University Centre providing the former advanced courses, previously called university courses, as well as supplementary courses of a post university nature.

3.4.4.5. University Course

The organisation of these courses, the curriculum and the organisation of examinations are covered by a Grand Ducal Regulation. The law of 11 February 1974 provides for the administrative organisation of the University Centre. The university courses are tantamount to the first year of university studies. The curricula are adapted to those of universities in neighbouring countries. Courses are given in three areas study :

- In law and economic sciences
- In humanities
- In sciences.

- **Admission requirements and certification**

Holders of a Luxembourg, European or Overseas Secondary School Leaving Certificate or Technical Secondary School Leaving Certificate recognised by the Ministry of Education may enrol as students. In addition holders of the Technicians Certificate in the short cycle of advanced studies and business management and engineering may also enrol.

Studies culminate in a final examination which is comprised of written, practical, and oral tests. The marks obtained in the course of the year go to a large extent towards the final marks and are important in awarding the certificate. For each of the areas of study the Examining Commission is made up of teaching staff

employed in that faculty. The Commission is nominated by the Minister of Education. As far as possible each test is marked by several examiners. Depending on the area of study, the Examining Commission nominated by the Minister of Education confers upon successful candidates :

- **The Certificate in Legal and Economic Studies,**
- **The Certificate in Literary and Human Science Studies,**
- **The Certificate in Scientific Studies.**

Each certificate indicates the subjects studied and the mark awarded by the jury to the candidate ("good" and "very good"). The certificates are awarded by the Minister of Education and are inscribed in the Register of Certificates and Diplomas of the Ministry of Education.

- **Comparable Qualifications**

Students who are awarded one of these certificates may continue studies in the second year at a university with which the University Centre has signed an inter-governmental or inter-university agreement (Germany, Austria, Belgium, France, United Kingdom, Switzerland). In Belgium law students enter the third year of study.

Successful candidates may also continue their studies at other universities the student being bound by the entry requirements in force at the university in question.

- **Other Training Courses**

The University Courses provide :

- Supplementary training courses in Luxembourg law and for students of law or trainee business accountants,

- **Training in Educational Science** for on-going teachers in Secondary Education who have completed university studies,

- A **Research Department** for the on-going training of teaching staff and for research in a number of areas (economics, law, computer science, mathematics, philosophy, ancient history, medieval and contemporary history, languages).

3.4.6. Short cycle

The Grand Ducal Regulation of 25 October 1984 established a "short cycle of advanced studies in Business Management" in the Department of Law and Economic Sciences in the University Centre.

This training course over a period of two years provides specialised training in the

computer science aspects of management and in business management (areas of study : commerce, banking and management). This is a new type of training aiming to respond to trends in training needs in these sectors (banking, insurance, accountancy, commerce and computer science).

The first year of study in the areas of "banking - insurance" and "business management" is a common one. In these areas specialisation follows over two years of studies.

For all areas of study in the "short cycle" training aims to prepare students for working life. The level of studies is equivalent to that in a high school and are both theoretical and practical in nature.

- **Entry Requirements and Certification**

Holders of the Secondary School Leaving Certificate or the Technical Secondary School Leaving Certificate may enrol in the first year in all of the areas of study in the administration section and holders of the Technical Secondary School Leaving Certificate may enrol in the "computer-based management" section of the general technical area.

Holders of foreign certificates may also enrol in the various areas of study if these certificates are recognised as comparable to a certificate awarded in Luxembourg pursuant to the Luxembourg regulations in force.

Students pursuing these studies take an examination held annually which is made up of written and oral tests. Candidates are exempted from examinations in certain areas if they obtain at least a mark of 10 (out of a maximum of 20) in the course of the year. Each examination is marked by at least two examiners. The marks obtained in the course of the year make up one half of the final marks. The Examination Commission is made up of individuals who have successfully completed the short cycle, is nominated by the Minister of Education and decides upon and awards the marks with or without the additional reference "good" or "very good". Candidates successfully completing the first year of studies are also awarded a certificate. Candidates successfully completing the second year are awarded the **Certificate of Advanced Studies in Management**. The certificates are awarded by the Examining Commission under the aegis of the Minister of Education and are inscribed in the Register of Certificates of the Ministry of Education.

The short-cycle prepares for middle management tasks in Luxembourg businesses. It focuses particularly on economic sectors which have the greatest training needs: banks, insurance, accountancy, small and medium sized businesses. Studies in "computer based management" provide training for computer scientists (analysists).

4. The Advanced Crafts Diploma

The Advanced Crafts Diploma ("Master Craftsmans' Diploma) could not be examined in any of the proceeding chapters as it does not correspond to technical secondary studies nor to advanced studies, for this reason it is treated apart.

- Courses preparing for the Advanced Crafts Diploma

The courses prepare candidates for the examinations for the Advanced Crafts Diploma. They are three years in duration and cover theoretical and practical subjects relating to a trade or profession. Courses are held mainly in the evenings and at weekends. Holders of a CATP in the same trade or profession or in a related trade or profession may follow these courses.

The training may be regarded as a type of training which is sui generis and which aims :

- To confer upon holders the right to set up business, the right of establishment;

- To confer upon holders the right to train apprentices.

- Legal recognition

The certificate is the responsibility of the Chamber of Trades which awards the diploma. The Chamber of Trades also establishes the trades or professions in which an Advanced Crafts Diploma is required to exercise that profession. The Chamber also determines who may pursue these studies and how these studies are organised (duration, content, examination procedures).

The diploma is recognised by the State. The Ministry of National Education (which monitors on behalf of the government the courses and examinations in the form of the Vocational Training Director acting in his capacity as Government Commissioner), the Ministry of Labour (responsible for the Chamber of Trades) and the Ministry of Small Business (responsible for conferring the right of establishment) are all directly involved in the recognition procedure. The rights which such a diploma confers are bound exclusively to the occupational domain. The diploma does not confer any right to admittance to technical secondary or post secondary studies.

However, holders of the Advanced Crafts Diploma may if successfully taking an examination and upon recruitment, take up teaching tasks in a technical secondary education : The Master Certificate in Technical Education.

- Aim of the examination

In the examination the candidate should demonstrate that he/she has the required aptitudes and knowledge to exercise the trade in self-employed studies and to train

staff and apprentices pursuant to the relevant legal provisions.

- **General organisation of the examination**

The Government Commission and the Examination Commissions are responsible for general organisation of the examinations for the Advanced Crafts Diploma.

The Commission, chaired by the Government Commissioner for Advanced Crafts examinations has the task of overall planning of the examinations, of deciding on admission to the examination and for general organisation and supervision of the examination procedure as well as pronouncing on the examination results and proposing to the Minister of Education the award of the Advanced Crafts Diploma to successful candidates.

The Commission is made up of the Director of the Vocational Training Service acting as Government Commissioner, four assessors two of whom are nominated by the Chamber of Trades and two by the Chamber of Labour and a secretary from the Chamber of Trades. The four assessors and the secretary are nominated for a period of two years.

General organisation of the Advanced Crafts Diploma examinations comprise planning the date, timetable and the place of the examination for the various parts, the length of the individual examinations and general monitoring.

The various examination commissions are each made up of a chairperson and at least two assessors and one deputy assessor. The commissions are nominated for a period of two years by the Minister of Education.

The Examination Commissions carry out the examinations with regard to the overall planning, to deliberating on results and to monitoring candidates during examination.

- **Examination methods and content**

The examination for the Advanced Crafts Diploma is in two parts :

- A theoretical examination on the theory of business management and professional theory

- A practical examination demonstrating manual skills.

The theory examination consists of business management theory (subject areas : salary calculation, civic instruction and law, accountancy, business economics, price calculation) and professional theory (subject areas : materials, tools, mathematics, design).

To be admitted to the practical examination candidates must previously succeed in the professional theory examinations. The practical part of the examination

consists of tests in manual skills and comprise oral questions relating to the technology of the trade. In the tests candidates should demonstrate their acquired aptitudes and capabilities to exercise the trade and to train apprenticeships.

- **Evaluation of the examinations**

Each member of the Examining Commission gives his scoring on the basis of a fixed rating decided upon in advance by the Commissions and approved by the Commissariat.

- **Examination ratings**

Management theory, professional theory :

Successful candidates must obtain a satisfactory mark (50% of total marks) in each of the subject areas. Candidates with one unsatisfactory mark obtaining a certain percentage of maximum marks overall may take one or several supplementary examinations. Candidates who do not succeed in the examinations or in the re-sits are, pursuant to the provisions, not awarded the diploma.

Practical part :

Successful candidates must obtain at least 50% of the maximum number of marks. Candidates attaining less than 50% are not awarded the diploma.

- **Means of access to the Advanced Crafts Diploma**

The examinations described above are the only means of obtaining the diploma.

- **Statistical data**

The following table shows the numbers of candidates enrolled in management theory between 1987 and 1991 (splitting I, II and III):

	1987	1988	1989	1990	1991
Splitting I	404	393	447	337	410
Splitting II	390	380	319	450	299
Splitting III	266	317	284	259	380

5. OTHER FORMS OF TRAINING

5.1. Adult education

Adult education is organised pursuant to the provisions of the law of 19 July 1991 concerning the establishment of an Adult Training Centre and a Language Centre.

The courses organised within the framework of adult education may be divided into three areas :

- **Secondary and technical secondary studies.**

The adult training programme permits individuals wishing to commence or re-commence studies which they have interrupted to continue secondary and technical secondary education in evening classes. Courses are organised only when there is sufficient demand. The evening courses prepare for the Secondary School Leaving Certificate and Technical Secondary School Leaving Certificate by means of a splitting system in which the examinations are spread over two years.

With regard to advanced education, the College of Technology which trains engineer technicians, is planning to organise evening classes for the areas of electronics, mechanics and civil engineering.

The University Centre offers as part of advanced education evening classes in accountancy, marketing and computer science.

- A second area of adult education is composed of language courses which take the form of intensive courses or courses held once per week.

- The third area of adult training covers a variety of different courses which are concerned with skills upgrading in the arts or in home economics. Generally, participants in these courses are awarded a Certificate of Attendance or a Certificate testifying to successful completion of the course.

5.2. Continuing Vocational Training

Continuing Vocational Training has the following aims:

- To assist holders of a vocational qualification in adapting their skills to technological change and to the needs of the economy, to supplement these skills and to expand upon them.

- To provide individuals in employment, employees or self-employed or the unemployed with the opportunity to prepare for the examinations for qualifications covered by the law of 4 September 1990 concerning the reform of the Technical Secondary Education System and continuing Vocational Training and to assist in obtaining a vocational qualification in an accelerated procedure;

- To aid and supplement, at the proposals of the relevant Chambers, the practical apprenticeship provided in companies.

Vocational training may be organised by:

- The Ministry of Education,
- The Chambers of Trades, etc.,
- The Communes,
- A Private Associations approved by the Minister of Education.

A Co-ordination Commission makes proposals to the Minister regarding the organisation of continuing vocational training.

Continuing vocational training, organised by the Minister of Education, takes place in **Centres of Continuing Vocational Training (CFPC).**

For courses organised by the **CFPC a Certificate of Attendance is awarded to all candidates who attend 80% of the total hours in the course**.

Candidates participating in a course culminating in a test may be awarded, if successful, a **Certificate of Continuing Vocational Training.**

5.3 Continuing training in banking at the Luxembourg Institute for Banking Studies

The Training - Employment Contract is an apprenticeship for holders of the Secondary or Technical Secondary School Leaving Certificate. This scheme, launched in 1989, is the responsibility for the Luxembourg Bankers' Association (ABBL).

Employees with a "Training - Employment Contract" hold two fixed-term contracts, each for one year. The contract relates to part-time work (65%). Fourteen hours per week are devoted to training and 26 hours to work which involves periods spent in at least three of the banks key departments. Trainees practical work is monitored by means of a report book and an oral examination on completion of the contract. Quarterly tests are held to check trainees progress in acquiring theoretical knowledge. Upgrading courses in languages, accountancy, economics, law and data processing are organised for employees who need them. During the two year period trainees attend 33 days of briefings on banking techniques;

familiarisation with these techniques is based on the self study principal.

In addition the Luxembourg Institute for Banking offers continuing training courses at three levels : initiation level, upgrading level, specialisation level as well as modular language courses at ten different levels.

The Institute for Banking awards certificates for continuing training. The banks take these into consideration in their internal organisation and in collective bargaining agreements for staff.

5.4 Private education

Private training/educational establishments may be divided into one of two groups :

a) Private education which is subject to monitoring by the Ministry of Education and which receives funding from the State on a per capita basis. Currently several establishments fall into this bracket. It comprises the former Congregation Schools which provide general education (primary and secondary), Technical Secondary Education and Vocational Education (Technical Secondary). Certain regulations govern funding of private institutions - the education should be similar to post-primary education in the public education system;

- The curricula should be similar to that in public education;

- Each class should adhere to the timetable valid for the national system, a divergence of three lessons per week being admissible on condition that all the subjects in the national system are taught;

- The admission and advancement criteria should be the same as those in force in public education;

- Teachers in the institutions should fulfil the same training requirements as teachers in the post-primary national system.

- Students in private education who have completed the first class in secondary education may sit the Secondary School Leaving Examinations.

b) Private education establishments which do not receive funding from the State but which are approved by the Ministry of Education to provide a certain type of education.

- There are few institutions in this category. Their activities are subject to the approval of the Ministry of Education. In spite of such approval they are not awarded any financial assistance if they fail to meet the requirements formulated above. This does not mean that the training given is worthless. In view of the fact that training, generally, focuses on the tertiary sector in Luxembourg and particularly on banking, these sectors recruit to a certain

extent young people who have followed courses and thus amounts to a recognition in that sector. Private institutions provide courses in business management, accountancy, typing and computer science, in short courses focusing on the tertiary sector. The institutions are self-funding.

6. TRENDS

Progressive implementation of the law of 4 September 1990 will result in a certain number of modifications.

Reflection is focussing on access to the two types of post-primary education : qualifying examinations will probably be replaced by a more oriented procedure.

Access to the intermediate cycle will also allow for greater flexibility. An orientation opinion will give a greater consideration to the aptitudes and interests of the young people.

As from the 1993/94 school year several of the cycles described in this report will also undergo modification. These are :

- Technician training and
- The Preliminary Technical and Vocational Certificate.

The structure of these two cycles will be changed (content, duration) without changing their aim, the requirements for attaining the diploma and the rights which it confers (continuation of studies, access to labour market).

- Technician training will commence in the 10th class and will culminate in a final examination in the 13th class.

- Studies leading to the Preliminary Technical and Vocational Certificate (CITP) will last two years. This path will be modular in nature, composed of cumulative units. This cycle will be followed by a second two-year cycle leading to the apprenticeship examination and the Technical and Vocational Proficiency Certificate (CATP).

In the 1993/94 school year the various health professions will also undergo major reorganisation (nursing auxiliary, nurse, certified nurse, laboratory assistant) and responsibility will be conferred to the Ministry of Education by the Ministry of Health.

The provisions governing the various study cycles will be contained in special law and in Grand Ducal Regulations.

Provisions within the law of 4 September 1990 state the Nursing Certificate will be regarded as a Technical Secondary School Leaving Certificate with all the rights this confers particularly with regard to pursuit of post secondary studies.

7. APPENDIX

7.1 Legislation

7.1.1. Laws

- Amended Law of 5 January 1929 on Apprenticeship.

- Law of 13 December 1954 on the approval of the European Convention concerning the comparability of certificates providing access to university establishments, signed in Paris on 11 December 1953.

- Law of 22 January 1958 on approval of the Cultural Agreement between the Grand Duchy of Luxembourg and the Republic of Italy, signed in Luxembourg on 3 May 1956.

- Law of 18 June 1969 on Advanced Education and Homologation of titles and diplomas awarded in foreign advanced education amended by the law 20 April 1977.

- Law of 11 February 19974 on the establishment of a Luxembourg University Centre.

- Law of 31 May 1982 on the relationships between the State and Private Post-Primary Education.

- Law of 22 June 1989 on modification of the amended law of 10 May 1989 on the reform of Secondary Education (Section IV).

- Law of 4 September 1990 on the reform of Technical Secondary Education and continuing a Vocational Training.

- Law of 6 August 1990 on the organisation of Educational and Social Studies.

7.1.2. Grand Ducal Regulations

- Grand Ducal Regulation of 8 June 1983 on the organisation of the studies at the College of Technology, the conditions of admission to the various years of study and the methods and contents of examinations.

- Grand Ducal Regulation of 17 August 1983 establishing the Teaching Programme and Examination Methods of university courses.

- Grand Ducal Regulation of 31 July 1989 modifying :

  a) The Grand Ducal Regulation of 2 June 1972 on the Scientific

Organisation of university courses,

b) The Grand Ducal Regulation of 25 October 1984 on the organisation of the section "Short Cycle in Advanced Management Studies".

- Grand Ducal Regulation of 15 September 1989 fixing the comparability criteria pursuant to Article 13 (2) of the law of 28 September 1988,

  1. Regulating access to Craft Trades, Commercial Trades, Industrial Trades and to certain free professions;

  2. Modifying Article 4 of 2 July 1935 on regulation of Conditions for obtaining the Advanced Trades Diploma.

- Grand Ducal Regulation of 18 August 1990 establishing enactment of the law on organisation of Education and Social Studies.

- Grand Ducal Regulation of 29 November 1991 on the organisation of Training Courses leading to the acquisition of the Advanced Technicians Certificate (BTS).

- Grand Ducal Regulation of 15 April 1992 on the organisation of the Secondary School Leaving Examinations.

- Grand Ducal Regulation of 8 May 1992 modifying Grand Ducal Regulation of 18 May 1987 on the organisation of the final examinations in the Technician Training Branch in the Electronics, Engineering, Chemistry, Civil Engineering and Arts sections.

- Grand Ducal Regulation of 8 May 1992 on the modification of the Grand Ducal Regulation of 24 March 1989, modifying the Grand Ducal Regulation of 10 March 1983 on the organisation of the final examination in the Technician Training Branch and the general Technical and Administrative sections (Technical Branch) of Technical Secondary Education.

8. GLOSSARY

University Courses

In the absence of full university courses a preliminary study year is organised in various subjects by the University Centre in Luxembourg.

Short Cycle

Advanced Management Studies over two years organised by the Luxembourg University Centre.

Instructor

Teacher at Secondary and Technical Secondary Level.

Master Craftsman (Meister Brief)

Training governing access to Craft Trades, Commercial, and Industrial Trades as well as certain liberal professions.

Employment - Training

Employment - Training is a Banking Apprenticeship over two years combining work in a banking establishment and theoretical training. The Employment - Training is organised by the Luxembourg Institute for Banking Studies (IFBL) and not by the Ministry of Education.

9. TABLE OF CONTENTS

		Page
1.	**INTRODUCTION**	**1**
1.1	Characteristics of the Luxembourg Educational System	1
1.2.	Funding Education	1
1.3.	Structure of Education	2
1.4	The Structure of the Luxembourg Education System	3
2.	**SYSTEMS OF TRAINING AND QUALIFICATION STRUCTURES**	**4**
2.1	Pre-school and Primary Education	4
2.2	Post Primary Education	4
2.2.1.	Supplementary Education	4
2.2.2	Secondary Education	5
2.3	Post Secondary and Higher Education	6
2.3.1.	The Institute of Education and Social Sciences	7
2.3.2.	Advanced Technicians Certificate	7
2.3.3.	Institute of Higher Technology	7
2.3.4.	Institute for Educational Studies and Research	7
2.3.5.	University Centre : First Year of University Studies	7
2.3.6.	University Centre : Short Cycle	7
2.3.7.	University Institute	8
2.4.	Certificates and Diplomas examined in the study	8

3.00	**DESCRIPTION OF THE VARIOUS TYPES OF CERTIFICATION**	**10**
3.1.	Certificate of Secondary Education	10
3.2.	Diplomas and Certificates in Technical secondary education	14
3.2.1.	Lower Cycle	14
3.2.2.	Intermediate Cycle	14
3.2.2.1.	Apprenticeship	14
3.2.2.2.	Apprenticeship in two stages	15
3.2.3.	Advanced Cycle	16
3.2.4.	Certificates and Diplomas	16
3.2.4.1.	The Technical and Vocational Proficiency Certificate (CATP)	17
3.2.4.2.	Manual Proficiency Certificate (CCM) and Preliminary Technical and Vocational Certificate (CITP)	23
3.2.4.3.	School Leaving Certificate in the Technician Training Path	25
3.2.4.4.	The Technical Secondary School Leaving Certificate in the Technical Path	28
3.2.4.5.	Paramedical Training Certificates	32
3.3.	Post Secondary and Advanced Training	33
3.3.1.	Studies at the Institute for Educational and Social Studies	33
3.3.2.	The Advanced Technicians' Certificate (BTS)	36
3.3.3.	Studies at the College of Technology	37
3.3.4.	The Institute for Educational Studies and Research (ISERP)	40
3.4	University Education	42
3.4.1.	Homologation of degrees and diplomas obtained abroad	42

	3.4.2.	The homologation procedure for admittance to certain professions governed by legal provisions.	42
	3.4.3.	Recognition of other foreign degrees and diplomas	43
	3.4.4.	University Education in Luxembourg	44
	3.4.4.5.	University Course	44
	3.4.6.	Short cycle	45
4.	**THE ADVANCED CRAFTS DIPLOMA**		47
5.	**OTHER FORMS OF TRAINING**		**50**
	5.1.	Adult education	50
	5.2.	Continuing Vocational Training	50
	5.3	Continuing training in banking at the Luxembourg Institute for Banking Studies	51
	5.4	Private education	52
6.	**TRENDS**		53
7.	**APPENDIX**		**54**
	7.1	Legislation	54
	7.1.1.	Laws	54
	7.1.2.	Grand Ducal Regulations	54
8.	**GLOSSARY**		**56**
9.	**CONTENTS**		**57**

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In these publications the authors, after making brief reference to the characteristics of the general and vocational training systems in their countries, describe all aspects of how qualifications are certified:

- formulation and introduction of certificates, qualifications and diplomas: the relevant institutions, procedures, tripartite or joint consultation or decision-making commissions;
- access to qualifications: conditions, means, motives, channels;
- certifications: aims, contents, means, procedures;
- usefulness, use, trends and problems

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